



# TOWN OF SOUTHAMPTON

## **INCIDENT ACTION PLAN**

The purpose of this Incident Action Plan (**IAP**) is to identify and mitigate any potential risks associated with the planning, implementation and successful completion of the event referenced below. The parties that are planning and coordinating this event are committed to ensuring that all participants, sponsors, community members and emergency personnel are able to partake in the event in a safe and organized manner. Prior to the event on site personnel must be advised of this action plan and their duties during an actual emergency as well as given a copy. The procedural information contained herein will be strictly adhered to.

**FILL OUT ALL REQUESTED INFORMATION AND MODIFY TO  
REFLECT THE ACTUAL CONDITIONS OF YOUR EVENT.**

**Title of Event:**

**Date(s) of Event:**

**Event Description:**

**Location:**

**On scene person in charge of event:**

**Name:**

**Phone numbers:**

**Email Address:**

**Event Coordinator/Chairperson:**

**Name:**

**Phone Numbers:**

**Email Address:**

**Medical Emergencies Procedure**

All medical emergencies will be reported to Police, EMS or event personnel as soon as possible either in person or via phone. Event personnel, when notified, will call directly to 911 or notify **on site EMS and Police** and report the incident/ problem. Responding emergency vehicles will enter the event from \_\_\_\_\_ or depending on the location of the emergency a location determined by Police or EMS. The on site person in charge or event coordinator will make sure an area is open to allow emergency personnel, vehicles and equipment to access the event grounds whenever emergency assistance is needed and this access shall be maintained throughout the event. The nearest hospital for receiving patients is \_\_\_\_\_ which is located at \_\_\_\_\_. If the event plan includes a private EMS provider on scene they will provide on site care. **If the on site private EMS provider must leave the event prior to its conclusion they must notify the on site event coordinator and the police prior to leaving and if required arrange for additional EMS during their absence.**

### **Police Emergencies**

For all police emergencies **on site police personnel** are to be notified or 911 called immediately. Police enforcement will be provided by the Southampton Town Police Department **and/or** \_\_\_\_\_.

### **Fire Emergencies**

For all fire emergencies, 911 will be called or on site event personnel **and on site police personnel** will be notified with the exact location and type of emergency. On site personnel will assist with evacuation to \_\_\_\_\_ or if this area is unsuitable to an area designated by the fire personnel or police. Vehicles should not be moved during an emergency response. It is recognized that exiting traffic would inhibit and/or place arriving emergency responders and exiting individuals in peril. Portable fire extinguishers are located at \_\_\_\_\_. Additional Firefighting equipment in the nature of \_\_\_\_\_ is located at \_\_\_\_\_.

**Lost Child Procedure:** Police and on site event personnel will be notified. In the event of a lost child is found he/she should remain at the location he/she is found at unless the location is unsafe or impractical or until it is determined that it is impractical to remain at the location. The child, if able, will be asked to provide parent/ guardian information. **If audio equipment is available an announcement of the situation may be made at the decision of on scene police personnel.** The child will remain under the supervision of police personnel or their designee who will ensure the child is comfortable and safe until his/her parent/guardian arrives. Parental identification shall be verified prior to release of the child.

**Weather Emergency:** In the event of any weather emergency the police, event coordinator or on site event personnel may decide to halt the event for the safety of

participants and the public. At no time will the decision to halt an event due to a weather related event by the police be overridden by others. Coordination for the safety of participants and spectators will be accomplished by \_\_\_\_\_.

During the entire evacuation/relocation process the **on site police personnel** will be apprised of its progress and status. If and when the weather emergency has passed, a decision will be made by police personnel and the event coordinator as when to allow the event to resume.

**Communication Plan:** All on site event personnel, event coordinator, EMS, fire and police personnel must have a means of communication during the event. This will be accomplished by\_\_\_\_\_.

**Delete those numbers not needed for the event to decrease confusion:**

**Emergency Numbers:**

Police Emergency	911	OSHA	334-3344
New York State Police	728-3000	Poison Control	516-542-2323
Suffolk County Health Dept.	231-1880	SH Town Parks	728-8585
Metro Traffic	516-803-9020	SH Town Highway	728-3600
Shadow Traffic	201-939-6688	State Highway	376-3552
Animal Control	728-5440	Suffolk Highway	852-4070

Fire Emergency	911 and
Suffolk County Fire Rescue	924-5252
Bridgehampton Fire Department	324-4477
Eastport Fire Department	924-5252
East Quogue Fire Department	924-5252
Flanders Fire Department	924-5252
Hampton Bays Fire Department	728-5456
North Sea Fire Department	924-5252
Quogue Fire Department	924-5252
Riverhead Fire Department	727-2750
Sag Harbor Fire Department	324-6550
Southampton Village Fire Dept	283-0056
Westhampton Beach Fire Dept	924-5252

Medical Emergency	
Bridgehampton Ambulance	911 and 324-4477
Flanders Ambulance	911
Hampton Bays Ambulance	911 and 728-5456
Riverhead Ambulance	911 and 727-4500
Sag Harbor Ambulance	911 and 324-6550
Southampton Ambulance	911
Southampton Village Ambulance	911 and 283-0056

Westhampton Ambulance	911 and 924-5252
Southampton Hospital	726-8200
Peconic Bay Medical Center	548-6000